

All Hands Meeting Minutes
June 27, 2007
10 AM

Ms. Deborah Jefferson, Executive Sponsor for the Consolidation Project and Deputy Chief Human Capital Officer/Director for Human Resources Management provided opening remarks.

Ms. Jefferson spoke regarding the background of the project, purpose and the mission.

There are currently four human resources offices located in the HCHB building: OS, EDA, ITA, and OIG. Because of the nature of work done by the OIG's office, the decision to consolidate will be determined at a later date.

Several things are known:

1. There will be no reductions-in-force.
2. Once the Center is established, all employees will be under the Demonstration Project. (Briefings on the Demonstration Project will be given to all employees at a later date.)
3. The HCHB HR Operations Center will be fully operational March 28, 2008.

The meeting was turned over to Tom Kreider, Director, Project Management and Information Technology Unit (OHRM) and Project Manager for the consolidation.

A hand-out was given to all attendees which provided an overview and timelines associated with the project. The timelines were established in accordance with the progress milestones.

April 2007 – September 2007 – The planning stage where research and benchmarking is being conducted.

October 2007 – March 2008 – Implementation activities are executed.

Mr. Kreider also spoke about the project team and the key stakeholder board. The project team is comprised of human resources personnel and service client employees.

1. Project management team consists of 22 members.
2. Key stakeholder board is an 11 member team consisting of senior executives.

The meeting was turned over to Ron Glaser, Human Resources Officer, International Trade Administration and Communication Manager for this project.

Mr. Glaser discussed how communication is critical in keeping everyone informed and because there are many unknowns. An OHRM and ITA website has been developed to help keep everyone informed. If there are any additional ideas or suggestions about

communication let a member of the team know by email, or any way you can get the information to the team.

Website address:

http://www.ita.doc.gov/hrm/HCHB_HR_Operations_Center/HR_Operations_Center.htm

Unknown keys issues:

1. How the operation is going to be structured?
2. Will the center be customer or function oriented?
3. Placement of employees?

The meeting was then turned over to Felicia Purifoy, Senior Subject Matter Expert, Office of Human Resources Management for this project.

Further discussion regarding communication was held. A suggestion box will be placed in both ITA and OHRM for suggestions, in addition an email mailbox has been established to submit suggestions and/or comments electronically.

Email Address: HCHB Project

The meeting was then open to all for questions.

Questions and Answers

Q: Is it possible that I will be performing a different job than the one I am currently doing?

A: Yes, it is possible. The core of the group will be performing the same duties. The project team will be looking at the HRM Assessment that was taken in 2006 and also 2007 to ensure the right talent is placed in the right position within the new Center.

Q: When will you anticipate the placement of people?

A: Placement of people will be done by October 1, 2007.

Q: Will there be buyouts offers?

A: Yes, specifics and further discussion are being worked out with Mr. Otto Wolff, CFO/ASA .

Q: Where will people be sitting?

A: Unknown at this time, however, October 1, 2007, all decisions will be finalized.

Q: How many all hands sessions will be planned?

A: As many as necessary. Communication/information sharing will be done via email, All Hand's sessions and other means as necessary.

All was thanked for attending the meeting and encouraged to submit suggestions, talk with managers, and members of the project team on any issues, concerns, or suggestions.

Meeting Adjourned